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CIA ARCHIVES AND RECORDS CENTER

16 August 1968

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Move to the Suitland Annex

1. On 31 July 1968 the last load of the Supplemental Distribution items classified through Secret was moved to the Suitland Annex.

2. This move started on 22 November 1967, and 30 loads were moved totaling 19,421 cu. ft. As a point of interest, this volume is more than the total volume moved from [REDACTED] in 1955 (18,816 cu. ft.). Twenty six loads, consisting of 16,638 cu. ft., were moved from the A&RC at [REDACTED] and 4 loads, consisting of 2,783 cu. ft., were moved from the Federal Records Center in Alexandria. The four loads from Alexandria were moved by [REDACTED] the contractor that moved all of the GSA records, with A&RC personnel escorting each truck. The 26 loads from the A&RC at [REDACTED] were moved by Agency trucks.

3. The entire move was coordinated and accomplished by A&RC personnel with the assistance of two contract laborers and summer employees. The operation required removing series of reports from the A&RC shelves, changing locator records, destroying any reports ready for destruction, consolidating the reports into as few boxes as possible, banding the boxes or pallets, loading the pallets on trucks, escorting the trucks to Suitland and unloading the truck at Suitland. And while these operations were in progress, requests for the various items were serviced without any delays.

4. The following is a summary of the material moved:

10,495 cu. ft. NIS Reports  
603 cu. ft. NIS Halftone Negatives  
331 cu. ft. NIS Gazetteer EAM Cards  
68 cu. ft. NIS Gazetteer Negatives  
162 cu. ft. OBI (Reports other than NIS)  
564 cu. ft. CRS Reports  
504 cu. ft. [REDACTED]

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25X1A 160 cu. ft. OSI Reports  
30 cu. ft. Studies in Intelligence  
322 cu. ft. OER Reports  
43 cu. ft. OSR Reports  
23 cu. ft. IRS Reports  
313 cu. ft. NPIC Reports  
25 cu. ft. OCI Reports  
4 cu. ft. DDS&T Reports  
2 cu. ft. OGC Reports  
6 cu. ft. OLC Reports  
68 cu. ft. [REDACTED] Reports  
3 cu. ft. FMSAC Reports  
2 cu. ft. USIB Reports  
25 cu. ft. NIE Reports  
5,082 cu. ft. Maps  
586 cu. ft. Inactive Reference Items Retired by CRS

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19,421 cu. ft. Total Moved to the Suitland Annex

25X1A9a 5. This move was accomplished 3 months ahead of the schedule and without any major problems. This was due to the outstanding job done by [REDACTED] of the A&RC Staff who was assigned full time to this move and had the overall responsibility for coordinating the operation. It was also due to the excellent cooperation of the people at the Suitland Federal Records Center, the Agency Logistics Transportation 25X1A9a people, and all members of the A&RC Staff, particularly [REDACTED] who arranged for the transportation; [REDACTED] who kept the operation going on the Suitland end; [REDACTED] and [REDACTED] who assisted [REDACTED] with the processing and escorting operations. A letter of appreciation is being prepared for the Director of Logistics thanking him for the cooperation of the Agency truck drivers and the dispatcher.

25X1A9a [REDACTED]

Chief [REDACTED]

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